

East Sprague Business Improvement District

Advisory Board Meeting

August 31, 2016

1:00pm - 2:30pm

SPRAGUE UNION TERRACE (1420 E SPRAGUE AVE) COMMUNITY ROOM

MINUTES - DRAFT

Attendance

Advisory Board Members present: Jim Hanley (Zone 1, Business/Property Owner), Darryl Reber (Zone 1, Non-Profit & Residential), Jim Orovic (Zone 3 Business/Property Owner), LaVerne Biel (Zone 1, Business/Property Owner)

Advisory Board Members absent: Bob Mauk (Zone ,1 Business/Property Owner)

City of Spokane Staff present: Boris Borisov

Guests and community partners present: None

Welcome and Introductions:

Discussion Items:

1. Recap of BID Process and Next Steps For Implementation

- a. City Staff Member Boris Borisov provided an update on the BID Process and next steps for implementation. Boris updated the group on the structure of the Board and stated these meetings are more formal, required public notice, and are intended to represent the needs of ratepayers in the district.
 - i. LaVerne Biel requested a list of property owner/ratepayers and contact info the City has from the BID outreach process.
- b. Boris provided an update on the current payment of invoices. To date about 61% of the BID Payments have been made, 7% are in process and 31% are delinquent. The City of Spokane will be sending out a second cycle of invoices with no penalty fee as a final warning. Boris also provided a list of returned addresses from the first billing cycle. The Board will assist by providing contact info/address info if available. The Board requested that the list of delinquent accounts be provided after the second involving process is complete.

2. Update on Informal Request for Proposals (IRFP) Process and Contract

- a. Staff informed the Board the IRFP is due September 2nd by 5pm. Staff will be reviewing proposals and the target is to have a contract in September of 2016.
 - b. The Board discussed goals for the 2016 funds and contract. Below are the goals for funding for 2016:
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- i. Clean, Safe, and Snow Removal
 - ii. Marketing and Branding
 1. Support Art on the Ave project by providing district cleaning services before the event
 2. Develop website for the E. Sprague Business Improvement District
 - iii. Administration – work with the management entity on admin of the services
3. Election of Officers
- a. The Board Members discussed positions and nominated Jim Hanley for Chair, LaVerne Biel for Vice-Chair, Darryl Reber for Treasurer, and Bob Mauk for Secretary.
 - i. **A motion was made and seconded to confirm this nomination. The Board voted 5 to 0 to approve the nominations. Bob Mauk voted via email on 9-2-2016 (see attached email).**
4. Review of Bylaws and Meeting Schedule
- a. The Board reviewed a draft copy of the bylaws.
 - i. **A motion was made and seconded to confirm the bylaws as written. The Board voted 5 to 0 to approve. Bob Mauk voted via email on 9-2-2016 (see attached email).**
 - b. Schedule – The Board decided to hold a monthly meeting for the remainder of 2016. Meetings will be held on the 3rd Wednesday of the month at 12pm at The Sprague Union Terrace, 1420 E. Sprague.
5. Overview off Public Meeting Rules
- a. Staff presented the rules under the Open Government Training Act for boards and commissions. Staff provided a brief summary and will email Board Members a video to watch and materials to review online. Board members were asked to review these materials by the next meeting.
6. Conclusion of Meeting
- a. The next Board Meeting will be on September 21, 2016 at 12pm, Sprague Union Terrace, 1420 E. Sprague.

Action Items:

1. Provide Board with Available contact info for Ratepayers – Boris Borisov
 2. Review List of Returned Addresses (spreadsheet attached) – All Board Members
 3. Link to Open Meetings Training – Boris Borisov will provide link in email
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